



**SAN DIEGO SUPERIOR COURT**  
**SUPPLEMENTAL APPLICATION FORM**  
**ADMINISTRATIVE ANALYST TRAINEE**  
**EXAMINATION NO. 07-026**

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**NOTE:** Before completing this supplemental application, be sure to review the job announcement in order to become familiar with the specific requirements for this position. The information you provide on this supplemental application form will be used to determine your eligibility to compete, and will be evaluated for participation in the selection process.

Complete this supplemental application form carefully and entirely. **Incomplete or illegible forms may be the basis for disqualification, so please provide complete and legible information.** Wherever specific information has been requested, it MUST be stated. Please do NOT make statements such as "Refer to resume or application." Those sections which are not applicable to your particular qualifications should be marked "N/A" to indicate that they have not been overlooked. If you need additional space, attach additional sheets, numbering them accordingly. (Be sure to print or type your name and social security number on each additional sheet.)

**SECTION I**

Education

Major

1. Degrees obtained:

- |                          |            |       |
|--------------------------|------------|-------|
| <input type="checkbox"/> | Bachelor's | _____ |
| <input type="checkbox"/> | Master's   | _____ |
| <input type="checkbox"/> | Doctorate  | _____ |

## **SECTION II**

### **Administrative/Analytical Functions**

On separate paper, please provide a brief description of your work and/or educational experience in each area. For each function, be sure you address your role, the specific information requested and the job(s) in which you performed this activity. To describe relevant educational experience, cite course titles and/or number of units in that subject.

- A. Please describe your education and any experience in the area of Budget Preparation/Fiscal Management and Monitoring. Include your responsibilities for preparing budgets, the entity (department, division, program), the size (dollar amount), the complexity (number and types of programs and revenue sources) and your role (independently developed, assisted in development, provided input to). Also describe your experience in fiscal management and monitoring including or making projections, developing spending plans, monitoring revenue and expenditures, addressing budget variances, developing cost control systems and conducting cost benefit analyses.
- B. Please describe your education and any experience in the area of Personnel Administration. Include your specific responsibilities in: projecting staffing needs and justifying staffing levels, coordinating hiring processes with a centralized personnel function and with line management, and assisting management with disciplinary actions and complaint investigation and resolution.
- C. Please describe your education and any experience in analyzing and evaluating organizational and administrative operations. Summarize the types of studies you have performed (e.g. content/purpose) and include the methods you have used for data collection and statistical analysis. Also describe any education or experience you have compiling statistical reports. Include any education or experience in conducting surveys, collecting information and preparing data for presentation.
- D. Please describe any experience in preparing, reviewing, interpreting and implementing policies and procedures. Include any education or experience in recommending process improvements. Summarize the policy and procedures and your role.

NOTE: If you do not have experience in one or more of the above areas, please indicate "N/A".